~~CONFIDENTIAL~~ ~~SECRET~~ Security Information

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Chief of Station,

Attention:

4 August 1952

Administrative

Representation Allowances

> Document No. 4
> No Change in Class. ☐
> ☐ Declassified
> Class. Changed To: TS S (C)
> Auth.: HR 70-2
> Date: 2 2 SEP 1978   By: 24

1. Representation allowance, up to the maximum of $1,200 for the fiscal year 1953, has been allotted your station. This allowance is available to the Chief of Station and may be sub-allocated to other members of his staff.

2. For the Chief of Station only and not subject to reallocation or redelegation, representational per diem is authorized during official travel away from permanent station. Rate of representational per diem may not exceed $10 per day in addition to normal travel per diem and is further limited to the extent that such representational per diem plus all other representation allowances of the Chief of Station and his staff may not exceed $1,200 for the fiscal year 1953.

3. Accounting for representational per diem may be by certificate that the full amount claimed (not to exceed rate of $10 per day) plus all other per diem or similar allowances concurrently paid or to be paid have been expended for the necessary official purposes for which it was authorized. Wherever practicable substantial items of such expense, such as specific entertainment should be isolated and explained.

4. Accounting for representational entertainment expenses incurred by the Chief of Station or members of his staff must be as specified in field regulations. Please note that exclusive entertainment of U. S. officials is not authorized.

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Note 1 : Authorization described in paragraph 2 is in accordance with memorandum dated 11 July 1952, to the Finance Division from the Assistant Director, Special Operations, Subject: Allowances while in Travel Status. S.

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Note 2 : General representation allowance described in paragraph 1 is provided in overall allotments now under consideration. Advance approval in this case is signified by special coordination of this memorandum.

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